



## **POLICE ANALYSIS & ADMINISTRATION MANAGER**

### **Purpose:**

To actively support and uphold the City's stated mission and values. Provide complex and highly responsible administrative duties in the study of the Police Department's administrative systems, fiscal, research, policies, procedures, and practices. Supervise the activities of the Administrative, Crime Analysis, and Alarm Units. Serve as the liaison to the decentralized ITD function within the Police Department.

### **Supervision Received and Exercised:**

Receives general direction from the Support Services Director (Assistant Police Chief).

Exercises direct supervision over lower level professional, para-professional, technical, and management and/or administrative assistant staff.

### **Essential Functions:**

Duties may include, but are not limited to, the following:

- Hire and train new staff members in each of the assigned sections; facilitate and participate in team member's performance development plans; evaluate work flow and other activities by assigning and monitoring work activities to ensure work is completed in a timely and appropriate manner; recommend and implement goals, objectives, policies, and procedures of the staff in the appropriate sections
- Administer and monitor the Police Department's budget including the biennial operating and capital improvement budgets; prepare special budgets for new projects, grants, union negotiations, etc.
- Monitor all Police Department grants and participate in external audits for federal and state grants; monitor the fiscal component and internal audits of the RICO/asset forfeiture program; and administer and monitor all related contracts
- Process County Jail payments; oversee the petty cash function; administer the Donation account; and monitor the procurement card program

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- Participate in Police Command Staff meetings; prepare and edit administrative documents for the Police Chief, Assistant Police Chiefs and Support Services Director; assist the Command Staff in developing policies and procedures
- Present information to the City Council at public meetings; provide Council documentation and correspondence
- Prepare monthly management reports; coordinate and prepare the Department's Strategic Plan and related updates
- Serve as the Police Department liaison to outside agencies, vendors, academic institutions, etc.; serve as liaison with other City entities including Accounting, Purchasing, Budget, etc.; coordinate City activities involving the Police Department
- Administer on-going Capital Improvement Project funding for technology projects in the Police Department; facilitate the prioritization and implementation of Police Department technology projects; work with ITD staff to plan and address Police Department technology projects and problems; and address IT concerns and issues from Police Department personnel
- Manage large scale administrative, research and technical projects
- Provide pro-active performance planning through ePerformance; utilize the ePlan to formalize performance goals, outline professional development plans, and discuss job competencies; utilize the eLogs as an electronic dialogue tool and communication resources for transparent documentation;
- Maintain effective and consistent one on one dialogue with all employees on a regular basis;
- Perform related duties as assigned.

### Minimum Qualifications:

#### Experience:

Three years of responsible professional administrative, program management, or research experience in a public agency, including professional experience in finance or budgeting work preferably in a Police Department. A minimum of two years of experience supervising both professional and administrative/clerical staff is required.

#### Education:

*Revised Title Change June 2002  
Range adjustment June 2002  
Revised September 2005 (range adj. & unclassified status)  
Revised March 2007 (supervision & experience)  
Revised May 2008 (experience)  
Revised Dec 2010 (Title change)  
Revised April 2012 (Unclassified to Classified Status)  
Revised October 2016 (Title change)*

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Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration or degree related to the core functions of this position.

**Licenses/Certifications:**

None

**Examples of Physical and/or Mental Activities:**

(Pending)

**Competencies:**

<http://www.tempe.gov/home/showdocument?id=26274>

**Job Code: 420**

**Status: Exempt/ Classified**